

POWER SYSTEM OPERATOR I

DEFINITION

Under supervision, to perform station switching operations on an assigned shift, check operational readiness of station equipment, and maintain station equipment; and perform related work as required.

ESSENTIAL FUNCTIONS

Drives a City vehicle to make daily checks of electric substations throughout the City; checks charts, oil levels in equipment, temperature changes, load conditions, tap settings of voltage regulators, and transformers; looks for oil leaks and any other equipment problems; takes load and voltage readings of transformer banks, feeder circuits, and transmission lines; takes pressure readings of gas bottles; checks, reads, and records information from charts, instruments, pilot wires, and meters; performs minor equipment maintenance; switches by energizing and de-energizing transformer banks, transmission lines, operating busses, and feeder circuits in preparation for work to be performed by various maintenance crews; may perform emergency switching when immediate action is indicated; reports substation conditions to Power System Operator II and proceeds to restore station to normal operation as directed by the Power System Operator II; ensures switching instructions are complete and accurate by reviewing, editing, and writing switching instructions.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - procedures, methods, and equipment used in the inspection and operation of a power substation; functions, capacities, and general conditions of performance of electrical equipment found in substations including switching equipment and other devices; typical municipal electric transmission and distribution system; fundamentals of electricity as related to its transmission and distribution.
- Ability to – follow instructions indicating how to safely switch circuits and take equipment in and out of operation while still providing continuous service; think and act quickly and calmly; work under pressure; fully understand the effects of switching on the Burbank Water and Power electric transmission and distribution system; perform minor maintenance; read and understand single line schematics; review and edit existing switching procedures; create new switching procedures; maintain complete and accurate records; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Special Conditions & Requirements: Positions allocated to this classification are in a training capacity for Power System Operator II positions. Maximum time for completion of the training program is 36 months. Power System Operator I may be terminated from employment at any time during the training period. Assigned period at shift work are required after 18 months. Successful completion of the training program will qualify an individual to take the examination for Power System Operator II. After the 36-month training period, the Power System Operator I becomes Civil Service non-exempt, except that they may be terminated if they do not take and pass the examination for Power System Operator II prior to the end of the 36-month training period, or when the position becomes vacant.

Education & Training: Graduation from high school or equivalent and one year of field utility experience that provides the required knowledge, skills, and abilities.

License & Certificates: A valid California Class "C" driver's license is required at time of appointment; and a valid North American Electric Reliability Corporation (NERC) certification as a NERC Certified System Operator within 18 months of appointment.

SUPPLEMENTAL INFORMATION

None.